PROJECT INFORMATION WORKSHEET
FREQUENTLY ASKED QUESTIONS
EFFECTIVE JULY 10, 2008

Question 1: Do all *Fund Release Authorization* (Form SAB 50-05), *first Annual Expenditure Report* (Form SAB 50-06); or *final Expenditure Report* (Form SAB 50-06) have to be submitted with the *Project Information Worksheet* (PIW)?

Answer: No, a PIW is only required with *all new construction* projects (School Facility Program New Construction, Facility Hardship, Critically Overcrowded Schools, Charter Schools, and Overcrowding Relief Grant Program) that have completed Part *IV* of the Form SAB 50-05; or Form SAB 50-06 for all *new construction* projects that have received a fund release pursuant to Part *IV* of the Form SAB 50-05.

Question 2: What happens if a Form SAB 50-05 or Form SAB 50-06 is submitted without a PIW?

Answer: If a project submitted from a school district/County Office of Education (COE) meets the requirement to complete a PIW, the Form SAB 50-05 or Form SAB 50-06 will not be processed until the Office of Public School Construction (OPSC) accepts the PIW.

Question 3: If an additional Form SAB 50-05 is being submitted to the OPSC for the fund release for the six percent grant increase adjustment, does a PIW need to be submitted with the subsequent Form SAB 50-05?

Answer: Yes, a PIW must accompany the subsequent Form SAB 50-05 for the six percent grant increase adjustment if the later Form SAB 50-05 was submitted on or after July 10, 2008.

Question 4: If a school district/COE has completed the PIW automated version on-line, do they still need to submit the print out of the PIW hardcopy to the OPSC with the Form SAB 50-05 or Form SAB 50-06?

Answer: No, after a PIW has been submitted on-line using the automated system, only the hardcopy of the Confirmation Page must be submitted with the Form SAB 50-05 or Form SAB 50-06 to the OPSC.

Question 5: If a school district/COE did not submit a PIW with their Form SAB 50-05 or Form SAB 50-06, how long do they have to submit the PIW?

Answer: The OPSC will give a courtesy call and send a 15-day letter to the school district/COE. The school district will have 15 days from the date of the letter to submit their PIW to the OPSC. If the school district does not submit the PIW to the OPSC within the 15 days, the Form SAB 50-05 or Form SAB 50-06 will be sent back to the school district/COE.

Question 6: What date does a school district use when entering the "Date Completed" on the PIW?

Answer: The school district/COE will use the date that they completed the PIW on-line.

Question 7: How does a school district/COE login to the PIW automated system on-line?

Answer: To login to the PIW, the school district/COE will use their district code and the password that they have been using to access projects with Project Tracking Number (PTN). Once the school district/COE has logged into the PIW, they will need to enter the PTN to create a new PIW.

Question 8: What if a school district does not have their password, how do they get it?

Answer: The school district needs to contact the OPSC's PIW administrators listed on the "Contact Us" page of the PIW automated system to request their password. The password will be sent via e-mail from the OPSC directly to the District Representative recorded in the OPSC's database.

Question 9: Instead of the populated type, are there other categories that a district/COE can select to complete the "Project Type" and "School Type" in the PIW Project Information Section?

Answer: Yes, there is a drop down menu for a school district/COE to identify their "Project Type" (New School, Classroom Addition, Other Addition, State Funded Joint-Use, Career Technical Education, and Other) and "School Type" (Elementary School, Middle School, Junior High School, High School, Continuation High School, Community School, Charter School, Special Education Severe, Special Education Non-Severe, and Other).

Question 10: Can a school district edit their PIW on-line?

Answer: A school district/COE can edit their on-line PIW as long as it has not been submitted and a confirmation number has not been generated by the automated system.

Question 11: What if a school district would like to edit their PIW that has been submitted on-line?

Answer: Two situations may happen:

1) After the PIW is submitted by a school district/COE and before the PIW status is changed to "Accepted" by the OPSC, the district/COE cannot modify the submitted PIW. If a school district/COE would like to edit a PIW in this situation, the school district/COE needs to contact the OPSC's PIW administrators listed on the "Contact Us" page of the PIW automated system.

2) However, if the status of the submitted PIW has been changed to "Accepted", the school district/COE can pull out a previously submitted PIW from the automated system for the same project with an identical PTN. For example, the school district/COE may wish to submit a subsequent PIW and use the retrieved PIW in order to add additional data.

Question 12:   How does a school district receive their confirmation number from the on-line PIW automated system?

Answer: Once the school district clicks "Submit Project Information Worksheet" on the PIW Summary page, a confirmation page will appear and display the confirmation number.

(If you have any additional questions, please contact us.)